Faculty Guidance for Course Formation and Modification –
When is Curriculum Committee (CC) approval needed? [UPDATED]

1. Creating a New Course:

   START

   Write Course Proposal:
   - Course Title
   - Credits
   - Component
   - Days/Time taught
   - Core or Elective
   - Curriculum location (P1, P2, P3, P4)
   - Prerequisites
   - Instructor(s)
   - Brief Description

   Initial Review by CC

   Write Course Syllabus:
   - Use Standardized Syllabus Template
   - Include:
     - ACPE Standards
     - CoP Outcomes
     - Course Objectives
     - Teaching/Learning Methods
     - Assessment Methods
     - Grade Point Scale
     - Class Schedule

   Send Syllabus Draft for Review and Approval
   - IF DEPT course (i.e., MDCH, PHTX, PHCEU, or PCTH) – Department to review and approve prior to CC
   - IF PHARM course – Department review is strongly encouraged, but not required, otherwise send to CC

   Edit Syllabus, if required by CC

   Review and Approval by Assoc. Dean, Academic Affairs

   Course Info placed into University Curriculum Administration System for Approval
   - Academic Affairs Staff

   Room Scheduling and Reservations
   - Academic Affairs Staff
2. Modifying an Existing Course:*

<table>
<thead>
<tr>
<th>CC Review and Approval <strong>needed:</strong></th>
<th>CC Review and Approval <strong>NOT needed:</strong></th>
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</thead>
<tbody>
<tr>
<td>▪ Substantive change to Course (Educational) Objectives, which impacts Curricular Mapping</td>
<td>▪ Change to Instructor/co-instructor(s)</td>
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<td>e.g., changes in 2016 ACPE Standards which apply, or other educational standards</td>
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<tr>
<td>▪ Substantive change to Teaching, Learning or Assessment Methods</td>
<td>▪ Change in day(s)/time(s) of instruction (unless there is a change in credit hours)</td>
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<td>e.g., changing assessment practices from discrete choice exam to written paper or other methods – this applies to Qualitative changes. Quantitative changes in assessments (increasing or decreasing number of quizzes, or exams) would NOT require CC review and approval.</td>
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<td>▪ Addition, Modification or Deletion of any course fee(s) [this does not apply to tuition fee changes]</td>
<td>▪ Change in location of instruction, this includes changing from in-person to on-line format</td>
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<td>▪ Change of credit hours</td>
<td>▪ Changes in number of assessments</td>
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<td>▪ Change of course placement in Curriculum e.g., moving course from P2 to P1 year</td>
<td>▪ Changes in required textbooks/materials</td>
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* If a faculty member has any questions about whether to seek CC review, please inquire with CC Chair for further guidance.